DECT 6.0 2-Line Cordless Intercom Speakerphone

with Digital Answering System

User's Guide

Please read this manual before operating product for the first time.

Model 25252

Equipment Approval Information

Your telephone equipment is approved for connection to the Public Switched Telephone Network and is in compliance with parts 15 and 68, FCC Rules and Regulations and the Technical Requirements for Telephone Terminal Equipment published by ACTA.

1 **Notification to the Local Telephone Company**

On the bottom of this equipment is a label indicating, among other information, the US number and Ringer Equivalence Number (REN) for the equipment. You must, upon request, provide this information to your telephone company.

The REN is useful in determining the number of devices you may connect to your telephone line and still have all of these devices ring when your telephone number is called. In most (but not all) areas, the sum of the RENs of all devices connected to one line should not exceed 5. To be certain of the number of devices you may connect to your line as determined by the REN, you should contact your local telephone company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

Notes

- This equipment may not be used on coin service provided by the telephone company.
- Party lines are subject to state tariffs, and therefore, you may not be able to use your own telephone equipment if you are on a party line. Check with your local telephone company.
- Notice must be given to the telephone company upon permanent disconnection of your telephone from your line.
- If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this product does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

US Number is located on the cabinet bottom

REN number is located on the cabinet bottom

2 **Rights of the Telephone Company**

Should your equipment cause trouble on your line which may harm the telephone network, the telephone company shall, where practicable, notify you that temporary discontinuance of service may be required. Where prior notice is not practicable and the circumstances warrant such action, the telephone company may temporarily discontinue service immediately. In case of such temporary discontinuance, the telephone company must: (1) promptly notify you of such temporary discontinuance; (2) afford you the opportunity to correct the situation; and (3) inform you of your right to bring a complaint to the Commission pursuant to procedures set forth in Subpart E of Part 68, FCC Rules and Regulations.

The telephone company may make changes in its communications facilities, equipment, operations or procedures where such action is required in the operation of its business and not inconsistent with FCC Rules and Regulations. If these changes are expected to affect the use or performance of your telephone equipment, the telephone company must give you adequate notice, in writing, to allow you to maintain uninterrupted service.

Interference Information

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference; and (2) This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna (that is, the antenna for radio or television that is "receiving" the interference).
- Reorient or relocate and increase the separation between the telecommunications equipment and receiving antenna.
- Connect the telecommunications equipment into an outlet on a circuit different from that to which the receiving antenna is connected.

If these measures do not eliminate the interference, please consult your dealer or an experienced radio/television technician for additional suggestions. Also, the Federal Communications Commission has prepared a helpful booklet, "How To Identify and Resolve Radio/TV Interference Problems." This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402. Please specify stock number 004-000-00345-4 when ordering copies.

Warning: The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Licensing

Licensed under US Patent 6,427,009.

Hearing Aid Compatibility

This telephone system meets FCC standards for Hearing Aid Compatibility.

FCC RF Radiation Exposure Statement

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20 centimeters between the base unit and your body. This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter."

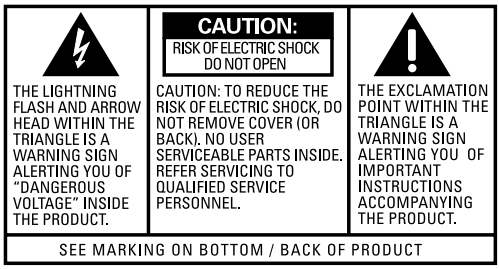
For body worn operation, this phone has been tested and meets the FCC RF exposure guidelines when used with the belt clip supplied with this product. Use of other accessories may not ensure compliance with FCC RF exposure guidelines.

Information for DECT Product

DECT 6.0 INTERFERENCE FREE COMMUNICATION

This telephone is compliant with the DECT 6.0 standard which operates in the 1.92GHz to 1.93GHz frequency range. Installation of this equipment is subject to notification and coordination with UTAM. Any relocation of this equipment must be coordinated through and approved by UTAM. UTAM may be contacted at 1-800-429-8826.

WARNING: TO PREVENT FIRE OR ELECTRICAL SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR MOISTURE.


CAUTION:
RISK OF ELECTRIC SHOCK
DO NOT OPEN
THE LIGHTNING FLASH AND ARROW HEAD WITHIN THE TRIANGLE IS A WARNING SIGN ALERTING YOU OF "DANGEROUS VOLTAGE" INSIDE THE PRODUCT.
CAUTION: TO REDUCE THE RISK OF ELECTRIC SHOCK, DO NOT REMOVE COVER (OR BACK). NO USER SERVICEABLE PARTS INSIDE. REFER SERVICING TO QUALIFIED SERVICE PERSONNEL.
THE EXCLAMATION POINT WITHIN THE TRIANGLE IS A WARNING SIGN ALERTING YOU OF IMPORTANT INSTRUCTIONS ACCOMPANYING THE PRODUCT.
SEE MARKING ON BOTTOM / BACK OF PRODUCT

Equipment Approval Information 2
Interference Information 3
Licensing 4
Hearing Aid Compatibility 4
FCC RF Radiation Exposure Statement 4
Information for DECT Product 4
Introduction 7
Parts Checklist 7
Telephone Jack Requirements 7
Installation 8
Digital Security System 8
Your cordless phone uses a digital security system to protect against false ringing, unauthorized access, and charges to your phone line. 8
Important Installation Guidelines 8
Handset Layout 9
Base Layout 10
Installing the Phone 11
Installing the Handset Battery 11
Base Station 12
Programming the Phone 14
Standby Screen 14
Programming Functions 14
Phone Setting 14
Date/Time 15
Auto Answer (only applicable for handset) .. 15
Auto Answer Intercom (applicable for base and handset) 16
Dial Mode (only applicable for base) 16
Area Code (only applicable for base) 16
Registration (only applicable to handset) 16
Register 17
Remove Handset 17
De-Register (Only applicable for base) 17
2nd Call Alert 18
Handset Name (only applicable for handset) 18
Update Handset List (only applicable for base) 18
Display Setting 18
Contrast 19
Backlight (Only applicable for base) 19
Sound Setting 19
Ring Volume 20
Key Tone 20
Answering System (only applicable for base) 20
On/Off Status 20
OGA Playback 21
Set OGA 21
Set Office Time 21
Set Work Hours 22
Set After Hours 22
Ring Delay 23
Message Length 23
Call Screening 23
Message Alert 23
Remote Password 24
Restore Setting 24
Telephone Operation 24
Making Calls with the Cordless Handset 24
Making Calls in the Speakerphone mode (from the base) 24
Making Call in the Speakerphone mode (from the handset) 25
Making Calls with the Optional Headset 25
Pre-dialing 25
Answering a Call 25
Switching Between the Speakerphone, Handset, and Headset Mode 26
Base 26
Cordless Handset 26
Mute 26
Do Not Disturb 27
Flash 27
Inserting a Pause in the Dialing Sequence ... 27
Redial 27
Reviewing the Redial Numbers 27
Storing a Redial Record in Phone Book .. 28
Transferring a Call to Another Extension ... 28
Receiving a Transferred Call from Another Extension 28
Ringer On/Off and Ringer Volume 28
Speakerphone, Handset, and Headset Volume 29
Hold 29
Conference Calls 29
Join a call in progress: 29
3-way conference call by an intercom call: 29
3-way conference call with two lines: ... 29
4-way conference call (Line 1 + Line 2 + 2 extension): 29
Intercom Calls 30
One-Touch Intercom 30
Answering an Intercom Call 30
Page 30
Auto Standby 30

Table of Contents

Caller ID (CID) 31
- Receiving and Storing CID Records.....31
- Reviewing CID Records.....31
- Saving a CID Record to Phone Book Memory.....32
- Deleting a CID Record.....32
- Deleting All Call Records.....32
- Dialing Back 32
  - If You Programmed Your Local Area Code.....32
  - If You Did Not Program Your Local Area Code 33
- Call Waiting Caller ID.....33

Memory Log and Phone Book (Directory) Memory 33
- Adding Phone Book Entries.....33

Storing Record in One-Touch Dialing (Only applicable for base) 34
- Reviewing Phone Book Records 34
- Editing a Phone Book Record.....34
- Copying a Phonebook Record 35
- Deleting a Phone Book Record 35
- Deleting All Phone Book Records 35
- Dialing a Phone Book Record 36
  - Dial a phone book record while in Talk mode: 36
  - Dial a phone book record while reviewing it: 36

Answering System Operation.....36
- Answering System On/Off.....36
- Recording Incoming Messages 36
- Monitoring Incoming Calls 37
- Memo Record.....37
- Memo Recording 37
  - From the Answer System Menu:.....37
- MessageMemo Playback.....37
- Erasing Messages 38
  - To erase a message while it is playing 38
  - To erase a message after it playing.....38
  - To erase all previously played messages in a mailbox.....38
- Remote Access From Remote Party.....38
- Memory Full.....39

Changing the Battery.....39

Battery Safety Precautions 39

Display Messages 40

Handset Sound Signals.....40

Troubleshooting Guide 41
- Telephone Solutions.....41
  - No dial tone.....41
  - Dial tone is ok, but can't dial out 41
  - Handset does not ring.....41
  - You experience static, noise, or fading in and out 41
  - Memory dialing doesn't work.....41
  - Unit locks up and no communication between the base and cordless handset... 41
  - *"Out of Range..."* shows in the handset display.....41
  - Date/Time setting is restored to default setting.....41
- Caller ID Solutions.....42
  - No Display.....42
  - No Caller ID 42
- Battery.....42

General Product Care 42

Causes of Poor Reception 43

Warranty Assistance.....44

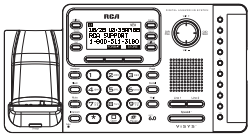
Introduction

CAUTION: When using telephone equipment, there are basic safety instructions that should always be followed. Refer to the IMPORTANT SAFETY INSTRUCTIONS provided with this product and save them for future reference.

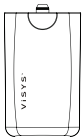
IMPORTANT: Because cordless phones operate on electricity, you should have at least one phone in your home that isn't cordless, in case the power in your home goes out.

Parts Checklist

Make sure your package includes the following items:

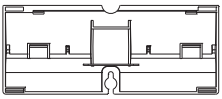


Base



Battery Compartment Cover

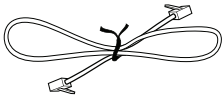
Handset



Desk Stand

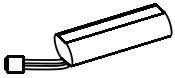
Belt Clip

AC power adaptor



Short Line Cord

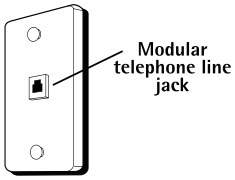
Telephone 2- Line cords



Handset battery pack

Telephone Jack Requirements

To use this phone, you will need an RJ11C (for a single line) or a RJ14C (for two lines) type modular phone jack, which might look like the one pictured here, installed in your home or office. If you don't have either modular jack, call your local phone company to find out how to get one installed.



Installation

Digital Security System

Your cordless phone uses a digital security system to protect against false ringing, unauthorized access, and charges to your phone line.

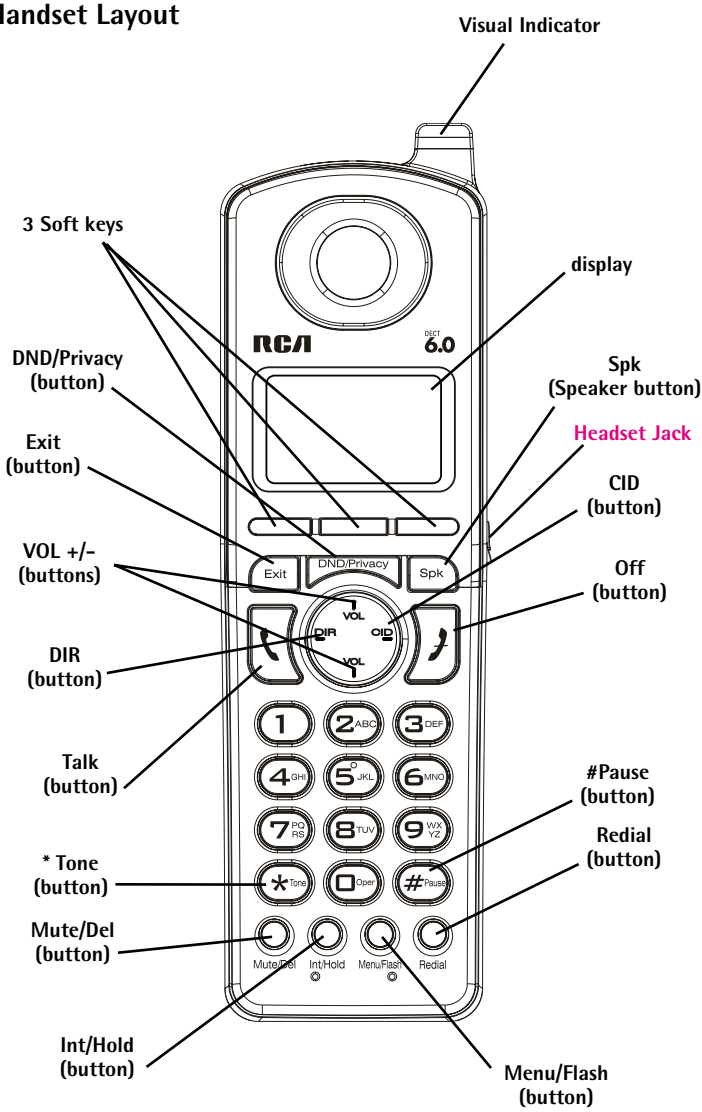
INSTALLATION NOTE: Some cordless telephones operate at frequencies that may cause or receive interference with nearby TVs, microwave ovens, and VCRs. To minimize or prevent such interference, the base of the cordless telephone should not be placed near or on top of a TV, microwave ovens, or VCR. If such interference continues, move the cordless telephone farther away from these appliances.

Certain other communications devices may also use the 1.9 GHz frequency for communication, and, if not properly set, these devices may interfere with each other and/or your new telephone. If you are concerned with interference, please refer to the owner's manual for these devices on how to properly set channels to avoid interference. Typical devices that may use the 1.9 GHz frequency for communication include wireless audio/video senders, wireless computer networks, multi-handset cordless telephone systems, and some long-range cordless telephone systems.

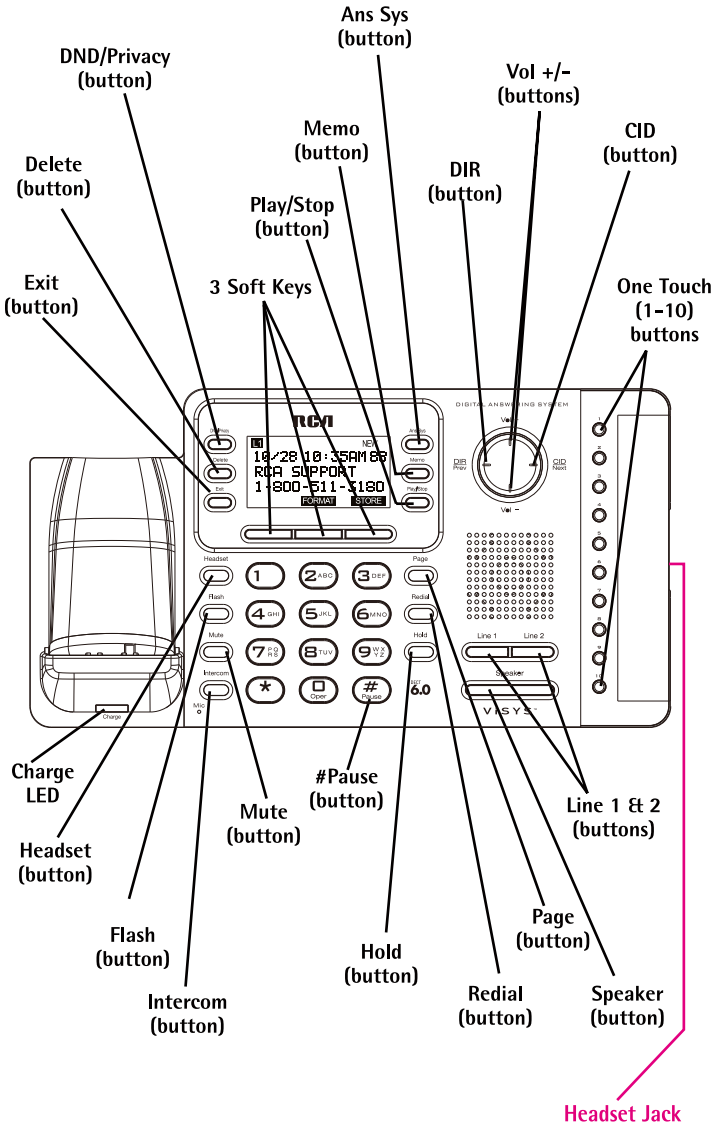
Important Installation Guidelines

- Avoid sources of noise and heat, such as motors, fluorescent lighting, microwave ovens, heating appliances and direct sunlight.
- Avoid areas of excessive dust, moisture and low temperature.
- Avoid other cordless telephones or personal computers.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch non-insulated telephone wires or terminals, unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.

Handset Layout



Base Layout


Ans Sys (button)
DND/Privacy (button)
Vol +/- (buttons)
Memo (button)
CID (button)
Delete (button)
DIR (button)
Play/Stop (button)
Exit (button)
3 Soft Keys
One Touch (1-10) buttons
Charge LED
#Pause (button)
Mute (button)
Line 1 & 2 (buttons)
Headset (button)
Page (button)
Flash (button)
Hold (button)
Redial (button)
Speaker (button)
Intercom (button)
Headset Jack

Installing the Phone

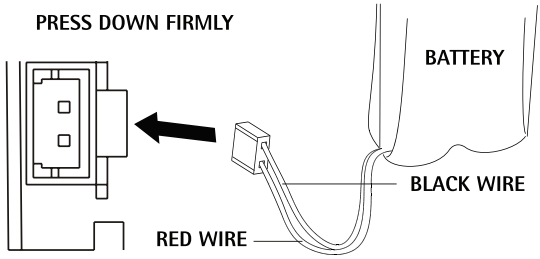
Installing the Handset Battery

NOTE: You must connect the handset battery before use.

CAUTION: To reduce the risk of fire or personal injury, use only the Telefield NA Inc. approved Nickel-metal Hydride (Ni-MH) battery model T-T104(GP, 2.4V, 500mAh) , which is compatible with this unit.

1. Locate battery which is packaged inside a plastic bag and is separate from the handset.
2. Locate the battery compartment on the back of the handset.
3. Plug the battery pack cord into the jack inside the compartment.

NOTE: To ensure proper battery installation, the connector is keyed and can be inserted only one way.



4. Insert the battery pack.
5. Close the battery compartment by placing the handset back cover slightly higher than the handset and then sliding the cover down into position.

Class (Classe) 2 Power source

Base Station

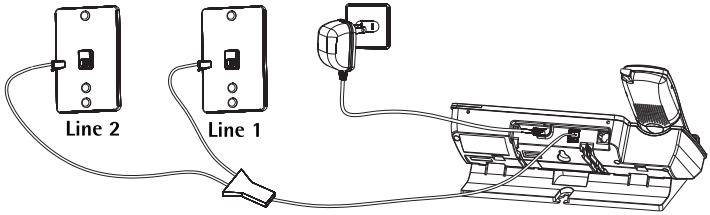
The phone may be connected to two line (RJ14C) wall jacks to accommodate all two lines.

1. Choose an area near an electrical outlet and a telephone wall jack (RJ11C), and place your cordless telephone on a level surface, such as a desktop or tabletop, or you may mount it on the wall.
2. Plug the power supply cord into the power jack on the back of the base and the other end into an electrical outlet.

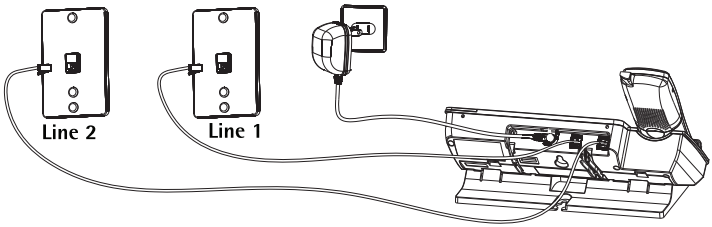
CAUTION: To reduce risk of personal injury, fire, or damage use only the T-2757 (base) power adaptor listed in the user's guide. This power adaptor is intended to be correctly orientated in a vertical or floor mount position.

3. Connect the telephone line cords:

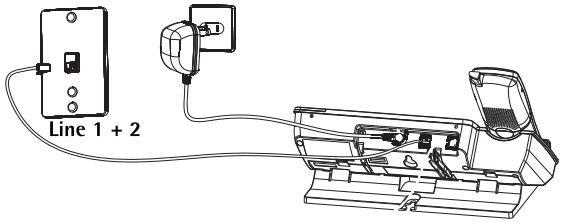
   If you have 2 single-line wall jacks installed in your home or office, you can use adaptors/couplers (not included) to combine the 2 single telephone lines into 1 dual lines. The adaptor/coupler may look similar to the one pictured here and can be purchased from your local telephone products retailer.



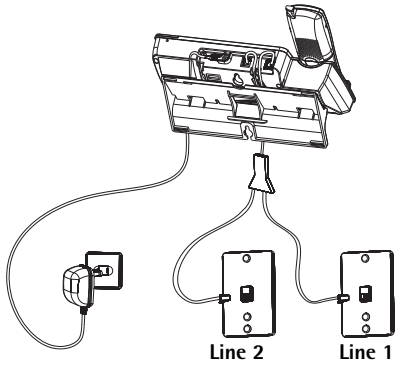
   Or, you can use the 2 single telephone lines plug into the 2 jacks on the back of the telephone.



   If you have Line 1 and Line 2 wired into one wall jack in your home or office, you can use one of the supplied telephone line cords to connect from the wall jack to the Line 1 + 2 jack on the back of the phone as shown below.



4. If you want to mount the telephone on the wall, you can plug the 2 lines such as the below drawing;



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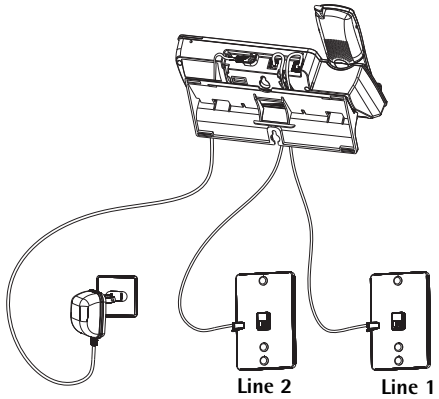
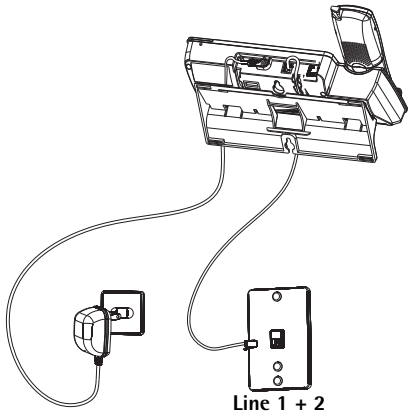


-OR-



5. Place the handset in the base cradle. The charge indicator illuminates, verifying the battery is charging.
6. Allow the phone to charge for 14 hours prior to first use. If you don't properly charge the phone, battery performance is compromised.

Programming the Phone

Standby Screen

The handset displays the handset name and number, date, time, and battery status and the three soft keys.

The base displays the current date, time and the soft keys.

NOTE: The soft keys will change according to the status of the unit.

NOTE: The base LCD has a dedicated "SET CLOCK" icon flashing when the clock is not set. Please go to menu "Phone Setting- Date /Time" to set the clock.

Programming Functions

The system uses a menu structure to give you access to all of the built-in features. You may program the following items in main menu: Phone Setting, Display Setting, Sound Setting, Answering SYS., Voice Mail and Restore Setting.

NOTE: During programming, you may press the BACK Soft key (left) at any time to exit the sub-menu and return to the main menu, or press Exit key to exit programming and return to standby screen.

NOTE: If no key is pressed for 30 seconds, the handset will automatically exit programming and return to standby screen.

Phone Setting

1. Make sure your phone is **OFF** (not in Talk mode).
2. Press the **Menu** button on HS or the MENU soft key (left) on BS to go to the main menu.
3. Press **VOL** (- or +) button to scroll to *Phone Setting*.
4. Press SELECT soft key (right) to confirm and you may program the following items:

   Date/Time (base only),

   Auto Answer (handset only),

   Auto Answer Intercom (both base and handset),

   Dial Mode (base only),

Area Code (base only),
Registration (handset only),
De-Registration (base only),
2nd Call Alert (both base and handset),
Handset Name (handset only),
Update HS List (base only).
Add Headset (base only)

Date/Time

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to *Date/Time*.
2. Press SELECT Soft key.
3. LCD will display last-set time (or, if the device is new or has been reset to default, the LCD will display 12:00AM 01/01/10)
4. Use the dial-pad to enter digits for the current time and date. Note: Use DIR/CID button to move the cursor and the AM/PM softkey to set the time AM or PM.
5. Press SAVE softkey to confirm the setting, a confirmation tone will indicate that your selection has been saved.

NOTE: If you subscribe to Caller ID service, the current Date/Time is set automatically when you receive your first CID record and will override manually set Date/Time.

NOTE: The Date/Time setting item only exists in base menu, handset Date/Time should update automatically after it is set in the base.

Auto Answer (only applicable for handset)

This option allows you to pick up the handset from base to answer an incoming call without pressing the **Talk/Spk/L1/L2** button.

When it is set to off, this function is disabled in this handset.

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Auto Answer*.
2. Press SELECT soft key. Use the **VOL** (- or +) button to scroll to your selection. The default setting is *Off*.
3. Press SELECT soft key to save your selection.

Auto Answer Intercom (applicable for base and handset)

If it is set to on, this handset or base will auto answer the intercom call when it receives an intercom call.

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to *Auto Answer Int*.
2. Press SELECT soft key. Use the **VOL** (- or +) button to scroll to your selection. The default setting is *Off*.
3. Press SELECT soft key to save your selection .

Dial Mode (only applicable for base)

The Dial Mode of Line 1 and Line 2 can be set separately.

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Dial mode*.
2. Press SELECT soft key.
3. Use the **VOL** (- or +) button to select Tone or Pulse and use the **DIR** or **CID** button to select L1 or L2.
4. Press SELECT soft key to save your selection .

NOTE: The Dial mode only can be set in the base menu.

Area Code (only applicable for base)

The telephone uses the pre-programmed area code to determine the number format to display when a valid Caller ID record is received. The pre-programmed area code is also used for the Dialback feature.

From the Phone setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Area code*.
2. Press SELECT soft key.
3. Use the touch-tone pad to enter your 3-digit area code.
4. Press SAVE soft key to save your selection .

Registration (only applicable to handset)

A cordless handset will not operate until it is registered to the base. During the registration process, keep the handset near the base. Up to 10 cordless handsets can be registered to one base.

NOTE: If a handset has not been registered to the base, then the display will show "PRESS "REG" TO INITIATE REGISTRATION" once the handset has been activated. Press the REG soft key to start the registration.

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to *Registration*.
2. Press SELECT soft key and you may program the following items: Register and Remove handset.

Register

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to *Register*.
2. Press SELECT soft key. *Register HS Registering...* shows in the display.
3. Press and hold the **Page** button on base for about 3 seconds
4. *"Registering"* displays to indicate the base is now in registration mode.
5. If the registration is successful, the handset shows "*Registration complete*" for 2 seconds and emits a confirmation tone.
6. If the registration is failed (i.e. timeout), the handset shows "*REGISTRATION FAILED!*" for 2 seconds and emits an error tone.

Remove Handset

De-registration cancels registration. During the de-registration process, keep the handset near the base.

WARNING: It is not recommended that a handset be deregistered unless absolutely necessary because once a handset is deregistered, that handset's telephone features cannot be used until the handset is re-registered.

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Remove handset*.
2. Press SELECT soft key. "*Remove handset?*" shows on the display.
3. Press the YES soft key to confirm de-registration. then shows *"Press "REG" to initiate registration"* in the handset.

NOTE: You can press the REG soft key to enter the registation mode again.

De-Register (Only applicable for base)

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Deregistration*.
2. Press SELECT soft key. The list of all registered handsets will be shown, and use the **VOL** (- or +) button to scroll to your selection.
3. Press the SELECT soft key. "*Remove handset?*" shows on the display.

   Press YES soft key to confirm de-registration. base emit a confirm tone then shows *"Press "REG"* to initiate registration" in the handset.

Add Headset (only applicable for base)

NOTE: This wireless headset option is only compatible with the RCA 25065RE1, 25265RE2 and 25270RE3 headsets.

From the Phone Setting Menu:

1. Press the vol(- or +) button to scroll to Add Headset;
2. Press the SELECT Sofykey. The screen will display Pairing...Please wait.
3. On the headset, press and hold the Talk On/Off button together with the Volume+ button for 3 seconds. The LED indicators will begin blinking in an alternate red and blue pattern.
4. If the registration is successful, a blue LED on the Headset will flash.

   NOTE: Only one cordless Headset may pair with a base unit.

2nd Call Alert

If it is set to On, you will hear the alert tone when you are in conversation and there is an incoming call from another line.

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to *2ND Call Alert*.
2. Press SELECT soft key. Use the **VOL** (- or +) button to scroll to your selection. The default setting is *On*.
3. Press SELECT soft key to save your selection .

Handset Name (only applicable for handset)

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Handset name*.
2. Press SELECT soft key. The default name is *Handset*.
3. Use the touch-tone pad to enter a name (up to 13 characters). More than one letter is stored in each of the number keys. For example, to enter Bill Smith, press the 2 key twice for the letter B. Press the 4 key 3 times for the letter I. Press the 5 key 3 times for the letter L. Press the 5 key 3 times for the second letter L, and press the 1 key to insert a space between the first and last name. Press the 7 key 4 times for the letter S; press the 6 key once for the letter M; press the 4 key 3 times for the letter I; press the 8 key for the letter T; press the 4 key twice for the letter H.

   NOTE: If you make a mistake, press DIR/CID button to move the cursor forward or backward, and then use the Mute/Del button to backspace and delete one character at a time.

4. Press the SAVE soft key to save your name. You will hear a confirmation tone .

Update Handset List (only applicable for base)

This function is used to update all registered handsets from the current handset name list.

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Update HS List*.
2. Press SELECT soft key.
3. The latest handset name list stored in the base will be sent to all registered handsets.

Display Setting

1. Make sure your phone is **OFF** (not in Talk mode).
2. Press the **Menu** button on HS or the MENU soft key on BS to go to the main menu.
3. Press **VOL** (- or +) button to scroll to *Display Setting*.
4. Press SELECT soft key to confirm and you may program the following items: Language, Contrast and Backlight (base only).

Language

From the Display Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Language*.
2. Press SELECT soft key.
3. Use the **VOL** (- or +) button to select *English*, *Francais* or *Espanol*. The default setting is *English*.
4. Press SELECT soft key to save your selection.

Contrast

From the Display Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Contrast*.
2. Press SELECT soft key. The "*MIN* and *MAX*" contrast scale shows on the display.
3. Use the **VOL** (- or +) button to adjust the contrast. The display instantly adjusts with each press of the **VOL** (- or +) button.
4. Press SELECT soft key to save the desired contrast level.

Backlight (Only applicable for base)

From the Display Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Backlight*.
2. Press SELECT soft key and use the **VOL** (- or +) button to select *Always On* or *Automatic*.
3. Press SELECT soft key to save your selection.

Sound Setting

1. Make sure your phone is **OFF** (not in Talk mode).
2. Press the **Menu** button on HS or the MENU soft key on BS to go to the main menu.
3. Press **VOL** (- or +) button to scroll to *Sound Setting*.
4. Press SELECT soft key to confirm and you may program the following items in base and handset: Ring Tone, Ring Volume and Key Tone.

Ring Tone

There are 8 tone levels for your selection. They are Melody 1 to 8 for line 1 and line 2 respectively.

From the Sound Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Ring Tone*.
2. Press SELECT soft key.
3. Use the **VOL** (- or +) button to select Line1 or line2, press Select softkey to confirm,then use VOL(- or +) to scroll to your selection.The default setting is *Melody 1* for line1 and Melody 2 for line2.
4. Press SELECT soft key to save your selection .

Ring Volume

There are 5 volume levels and OFF for your selection. The Ring volume can be set individually for each line.

From the Sound Settings Menu:

1. Press the **VOL** (- or +) button to scroll to the *Ring Volume*.

2. Press SELECT soft key.
3. Use the **VOL** (- or +) button to select Line1 or line2, press Select softkey to confirm,then use VOL(- or +) to scroll to your selection. The default setting is *VOL 3*.
4. Press SELECT soft key to save your selection.

Key Tone

From the Sound Settings Menu:

1. Press the **VOL** (- or +) button to scroll to the *Key Tone*.
2. Press SELECT soft key. Use the **VOL** (- or +) button to select *On* or *Off*.
3. Press SELECT soft key to save your selection.

Voice Mail

This feature is used to conveniently access the voicemail feature offered by your telephone service provider.

NOTE: You must subscribe to telephone service provider-offered voicemail on at least one phone line in order for this feature to operate.

1. Make sure your phone is in idle mode. (not in Talk mode)
2. Press the **MENU** Soft key (left) to go to the main menu.
3. Press **VOL** (- or +) button to scroll to Voice Mail.
4. Press SELECT Soft key (right) to confirm and you may program the following items: Call VM
   Settings

Call VM

From the Voice Mail Menu:

1. Press **VOL** (- or +) button to scroll to Call VM.
2. Press SELECT Soft key
3. Use the VOL (- or +) button to toggle between Line 1 and Line 2 and press **SELECT** soft key to select.
4. The phone will dial your voicemail access number. You may proceed to access your voicemail per your service provider's instructions.

Settings

From the Voice Mail Menu:

1. Press **VOL** (- or +) button to scroll to Settings.
2. Press **SELECT** Soft key
3. Use the **VOL** (- or +) button to toggle between Line 1 and Line 2 and press SELECT soft key to select.
4. Use the dial pad to enter the call-in access number for your voicemail. Press **Delete** button to backspace and delete numbers, if necessary.
5. Press **SAVE** Soft key.
6. A confirmation tone will indicate that your selection has been *saved*.

Answering System (only applicable for base)

1. Make sure your phone is **OFF** (not in Talk mode).
2. Press the MENU soft key on BS to go to the main menu.
3. Press **VOL** (- or +) button to scroll to "*Answer Sys.*".
4. Press SELECT soft key to confirm. You may program the following items in base: On/Off Status, OGA Playback, OGA Record, Set OGA, Set Office Time, Ring Delay, Message Length, Call Screening, Message Alert, Remote Password.

On/Off Status

This is used to set the answering system On or Off for each telephone line individually.

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *On/Off Status*.
2. Press SELECT soft key.
3. Use the **VOL** (- or +) button to select *Line1 or Line2, press select softkey and then use Vol(- or +) button to select On or Off.*
4. Press the SELECT soft key to save your selection and the status shows in the display.

OGA Playback

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *OGA Playback*.
2. Press SELECT soft key.
3. Use **VOL**(- or+) to select Line1 or Line2, press select softkey and then use **Vol**(- or +) button to select the direct OGA record.
4. Press SELECT soft key to play the selected OGA, if the selected OGA is empty, "*EMPTY*" shows in the display.

OGA Record

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *OGA Record*.
2. Press SELECT soft key.
3. Use **VOL**(- or+) to select Line1 or Line2, press select softkey and then use **Vol**(- or +) button to select the direct OGA.
4. Press the SELECT soft key to record. After the beep, you can start to record.
5. Press the FINISH soft key to end the recording.
6. After recorded, the unit will automatically play the OGA once.

Set OGA

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *Set OGA*.
2. Press SELECT soft key.
3. Use **VOL**(- or+) to select Line1 or Line2, press select softkey and then use **Vol**(- or +) button to select the direct OGA record.
4. Press the SELECT soft key to save your selection. If there is not a message recorded in your selected greeting, "*EMPTY*" shows in the display and you should select another one. Otherwise.

NOTE: If you select the option "TIMED" when there is an incoming call, the "Work Hours" OGA or "After Hours" OGA will be played to the caller according to the office time you set.

Set Office Time

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *Set Office Time*.
2. Press SELECT soft key. You can program the following items: Work Hours and After Hours.

Set Work Hours

This will allow you to program the start time for the working hour.

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *Set Work Hours*.
2. Press SELECT soft key.
3. Use the touch-tone pad to set the time, and use AM/PM soft key to select *AM* or *PM*.
4. Press the SELECT soft key to save the time.
5. Use the **VOL** (- or +) button to select *Yes* or *No* for Announce Only.
6. Press the SELECT soft key to save your selection.

NOTE: If you select Yes for Announce Only, the unit will hang up the call after announcing the greeting when answering the call is in answering mode.

Set After Hours

This will allow you to program the start time for the after work hour.

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *Set After Hours*.
2. Press SELECT soft key.
3. Use the touch-tone pad to set the time, and use AM/PM soft key to select *AM* or *PM*.
4. Press the SELECT soft key to save the time.
5. Use the **VOL** (- or +) button to select *Yes* or *No* for Announce Only.
6. Press the SELECT soft key to save your selection .

NOTE: If you select Yes for Announce Only, the unit will hang up the call after announcing the greeting when answering the call is in answering mode.

Example:

a) Set the Work Hours start at 9:00am, and "Announce Only" as NO.

b) Set the After Hours start at 5:00pm, and "Announce Only" as NO.

c) Select "Timed" while setting the OGA.

When the call comes in within 9:00am to 5:00pm, the Work Hours OGA will be announced to the caller.

When the call comes in after 5:00pm up to 9:00am, the After Hours OGA will be announced to the caller.

On Saturdays and Sundays, the unit will announce After Hours OGA.

Ring Delay

This feature lets you select the number of times you want the phone to ring before the answering system answers a call.

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *Ring Delay*.
2. Press SELECT soft key.
3. Use **VOL**(- or+) to select Line1 or Line2, press select softkey and then use **Vol**(- or +) button to select from 2 rings to 6 rings or toll saver.
4. Press the SELECT soft key to save your selection .

NOTE: When the Toll saver is selected, the unit will answer the incoming call after 3 rings if there is new message. Otherwise, the unit will answer the incoming call after 5 rings.

Message Length

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *Message Length*.
2. Press SELECT soft key.
3. Use VOL(- or+) to select Line1 or Line2, press select softkey and then use Vol(- or +) button to select from 1 to 3 minutes.
4. Press the SELECT soft key to save your selection.

Call Screening

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *Call Screening*.
2. Press SELECT soft key. Use the **VOL** (- or +) button to select *On* or *Off*.
3. Press the SELECT soft key to save your selection.

Message Alert

This feature set your answering system to give an alert tone every 10 seconds when there are new messages.

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *Message Alert*.
2. Press SELECT soft key. Use the **VOL** (- or +) button to select *On* or *Off*. Default is *On*.
3. Press the SELECT soft key to save your selection.

Remote Password

You can access the answering system from a tone dialing telephone in another (remote) location. The security code is required for remote access, and it prevents unauthorized access to your answering system.

From the Answering System Menu:

1. Press the **VOL** (- or +) button to scroll to the *Remote Password*.
2. Press SELECT soft key. The current Remote password shows in the display. Default is *000*.
3. Use the touch-tone pad to enter your 3-digit security code.
4. Press SELECT soft key to save the setting.

Restore Setting

The feature allows you to reset some menu settings to the original default settings.

From the Answering System Menu:

1. Press **Menu** button on handset or MENU soft key on the base.
2. Press the **VOL** (- or +) button to scroll to *Restore Setting*.
3. Press SELECT soft key. *"LOAD TO DEFAULT?"* displays on the screen.
4. Press YES soft key to let unit reset to default setting; once finished, the unit will emit a short beep prompt, and then reset the unit automatically after the base shows " please wait..." in the display for about 3 seconds.
5. If you do not want to reset, press the NO soft key.

Telephone Operation

Making Calls with the Cordless Handset

1. Press the **Talk** button, the unit will pick the first available line for you.

   -OR-

   Press Line 1 or Line 2 soft key to select a line you wanted.
2. Wait for a dial tone then dial the phone number.
3. Press the **End** button when finished.

Making Calls in the Speakerphone mode (from the base)

1. Press the **Speaker** button (in base), the unit will pick the available line for you. If both lines are available, Line 1 will be used first.

   -OR-

   Press **Line 1** or **Line 2** button on the base to select the line, and the base's speaker will activate.
2. Wait for a dial tone then dial a phone number or press **One-Touch** button (1-10) to dial stored phone number.
3. Press the **Speaker** button when finished.

NOTE: After pick the line, the call timer starts to run until all the calls are hung up. The timer serves for both 2 lines.

Making Call in the Speakerphone mode (from the handset)

1. Press the **Speaker** button to activate the speakerphone on the first available line.

   -OR-

   Press the **Line1** or **Line2** Softkey to select a specific line. The Handset will activate the ear piece. Then press the **SPK** button to switch to the speakerphone mode.

2. Wait for a dial tone then dial the phone number.
3. Press the **End** button when finished.

Making Calls with a wired Headset

1. Plug the headset into the Headset jack on the side of the base or side of the cordless handset.
2. Adjust the headset to rest comfortably on top of your head or over your ear.
3. Move the microphone to approximately 2 to 3 inches from your mouth.
4. For the base, press the **Headset** button on base and the phone automatically selects first available, if both lines are available, Line 1 will be used.
5. For the cordless handset, press the **Talk** button.
6. Wait for a dial tone, and then dial the phone number.
7. Press **Headset** button (on base) or **End** button (on handset) when finished.

CAUTION: For servicing or replacement, you can purchase a suitable headset through service centre or retailer shop.

Note: Although this device will accept a variety of standard 2.5mm telephone headsets, RCA does not guarantee compatibility with 3rd party devices. Performance may vary depending on the quality of the headset.

NOTE: If the headset is not connected (or if not completely inserted into headset jack), an error tone is heard when the Headset button is pressed.

Pre-dialing

1. With the phone idle, manually enter the telephone number. The *telephone number* shows in the display.
2. Press the DIAL soft key (on base only), **Speaker** button, **Talk** button (handset only), or **Line 1** or **Line 2** button to take a line, and then the telephone number will be dialed out.

Answering a Call

For cordless handset:

1. Press the **Talk** button to answer the call in receiver mode,

   -OR-

2. Press the **Spk** button to answer the call in speakerphone mode,

   -OR-

3. Press the corresponding LINE soft key to answer the call in receiver mode.
4. When finished, press **END** button.

For the base:

1. Press the **Speaker** button to answer the call in speakerphone mode,

   -OR-

2. Press the corresponding **Line** button to answer the call in speakerphone mode,

   -OR-

3. Press the **Headset** button to answer the call in headset mode.
4. When finished, press **Speaker** button (in speakerphone) or **Headset** button (in headset mode) to end the call.

NOTE: If you have set the Auto Answer as On in the cordless handset, you can answer the call directly by picking up this handset from the base, without pressing any buttons.

NOTE: Adjust the volume by pressing the VOL (- or +) button during a call.

Switching Between the Speakerphone, Handset, and Headset Mode

Base

To switch to the speakerphone, press **Speaker** button. The speakerphone indicator illuminates.

To switch to the headset, press the **Headset** button to enable the headset, and the headset indicator illuminates.

Cordless Handset

To switch to the speakerphone, press **Spk** button.

If the headset is plug in, press **Talk** button to switch to headset.

If the headset is not plug in, press **Talk** button to switch to cordless handset's receiver.

Mute

To have a private, off-line conversation, use the Mute feature. The party on the other end of the line cannot hear you, but you can still hear them.

1. Press **Mute** button to activate the mute feature.

   NOTE: When using the mute feature on the base, the indicator will illuminate when the mute is activated.

2. Press the **Mute** button again to de-activate.

Do Not Disturb

This feature is set at individual telephones to disable (silence) an incoming ring signal, intercom ring. When there is an incoming call or an intercom call, the status indicators function as normal but the phone will not ring.

1. When the unit is idle, press the **DND/Privacy** button. The last setting is displayed.
2. Use the **VOL** (- or +) button to select the duration. You may choose from 15 minutes, 30 minutes, 45 minutes, 1 hour, or 2 hours and increase the duration by 1-hour intervals up to 24 hours.
3. Press the SELECT soft key to confirm. The indicator (on the base) blinks and the display shows how long the ringer will be disabled.
4. To cancel, press **DND/Privacy** button again.

NOTE: If Intercom Auto Answer is activated, the unit automatically answers the intercom call even if the Do Not Disturb function is activated.

Flash

Use the **Flash** button to activate custom calling services such as call waiting or call forwarding, which are available through your local phone company.

Inserting a Pause in the Dialing Sequence

Press the **#pause** button twice to insert a delay in dialing sequence when a pause is needed to wait for a dial tone (for example, after you dial 9 for an outside line, or to wait for a computer access tone.) Each pause counts as one digit in the dialing sequence, and is shown as "*P*" in the display.

Redial

1. Press the **Talk** button, or press the **Speaker** button (speakerphone mode), or press the **Headset** button (headset mode) and the first available line will go off hook. If both lines are available, Line 1 will be used.

   -OR-

   Press a **Line** button to select a line.
2. Press the **Redial** button. The redial number list (last 3 previously dialed numbers) is shown.
3. Use the **VOL** (- or +) button to select the number. Press the DIAL soft key to dial out the number.

NOTE: The Redial function will not operate if the number to be redialed contains more than 32 digits. If the number is longer than that, you will hear an error tone.

Reviewing the Redial Numbers

Your phone records up to three previously dialed phone numbers.

1. When the phone is idle, press the **Redial** button.
2. Use the **VOL** (- or +) button to view the last three previously dialed numbers.
3. While the preferred number is displayed, press the **Spk**, **Talk**, or a **Line** button to dial the phone number.

NOTE: If you do not select a Line button, the line is automatically seized and the number is dialed accordingly.

Storing a Redial Record in Phone Book

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **Redial** button, then use the **VOL** (- or +) button to scroll to the desired redial number.
3. Press the SAVE soft key.
4. "*Enter Name*" shows in the display. Input a name. Please refer to section *"Handset Name"* for name editing method.

NOTE: A name must be input otherwise the record cannot be stored.

5. Press the SAVE soft key. The desired redial number shows in the display.
6. You can edit the telephone number.
7. Press SAVE soft key to enter the VIP Tone Melody selection.

Transferring a Call to Another Extension

1. Press XFER soft key when the phone is in Talk mode.
2. Use VOL (- or +) to select the desired handset or base you want to transfer to, and then press the SELECT soft key.
3. The unit will intercom the selected handset or base, and it will ring for this intercom call. At this moment, the call is on hold.
4. Once the selected handset answers the intercom call, after the call transfer initialized unit hangs up, the call can be transferred to the desired handset or base, or press the CONF soft key to enter conference call mode.
5. If the selected unit rejects the intercom call, the call transfer initialized unit shows *"Unavailable"* in the display for 3 seconds, and then you can pick up the call again.

Receiving a Transferred Call from Another Extension

If the unit receives a transfer call paging, *"Intercom call from base/Handset X"* shows in the display. Press the **Talk** button (handset only) or **Speaker** button (both base and handset) to answer the call.

If you press the REJECT soft key, the intercom paging will be stopped.

Ringer On/Off and Ringer Volume

1. Make sure the phone is in idle mode.
2. Press the **VOL** (- or +) button to activate the ringer volume setting. Press **Line1** or **Line2** softkey to select the direct line which you want to set, then use the **VOL** (- or +) button to scroll to your selection. The default setting is **VOL** 3.
3. Press the SELECT soft key to save your selection.

NOTE: If you choose the ringer OFF, "L1/L2 RINGER OFF" shows in the display.

Speakerphone, Handset, and Headset Volume

While the phone is in use, during the desired mode, press the **VOL** (+ or -) buttons until you reach a comfortable listening level. The phone stores the setting after the last button pressed.

Hold

In Talk mode, press the **Hold** button to hold the line. *"Line X ON HOLD"* shows in the LCD display, and the line icon will flash. On the base, the **Line** button indicator will flash also.

When the line is on hold, the hold alert tone will be emitted.

Press the corresponding LINE soft key (on handset), or the **Line** button (on base) to release the hold and pick up the call again.

Conference Calls

This system can support 3-way and 4-way conference calls.

Join a call in progress:

1. While a call is in progress, another user can join that call by pressing the corresponding **Line** button on the base unit or soft key in the handset. Both parties on the original call will hear a tone to alert them someone else has joined the call.

NOTE: If the privacy feature is On for the original call, the call cannot be joined by another user.

3-way conference call by an intercom call:

1. While on a call, press the **Intercom** button, wait for timer to clear from the screen, press the **Intercom** button again and then select the desired handset or base to intercom.
2. The selected handset or base will emit a page tone. The user can press the **Talk** button on the handset or the **Speaker** button on the base to answer the intercom call page.
3. The originating caller can then press the CONF soft key shown on the display to establish a 3-way conference between the external caller and the intercom call.

3-way conference call with two lines:

1. During a call on Line 1, press the **Hold** button to put the call on hold.
2. Press the **Line 2** button or soft key on the handset to get a dial tone. Dial the number, and then talk to the other person.
3. The originating caller can then press the CONF soft key shown on the display to establish a 3-way conference between the two lines.

4-way conference call (Line 1 + Line 2 + 2 extension):

1. Once the base unit or handset has both Line 1 and 2 on hold, press the **Intercom** button and then select the desired handset or base to intercom.
2. The selected handset or base will emit a page tone. The user can press the **Talk** button on the handset or the **Speaker** button on the base to answer the intercom call page.

3. The originating caller can then press the CONF soft key shown on the display to initiate a conference. Since Line 1 and 2 are both on hold, the user will be prompted to select Line 1, Line 2 or Both to conference with. The user can then use the soft keys to select the desired option. If the BOTH soft key is selected a 4-way conference is established between the originating caller, both lines and the intercom call.

Intercom Calls

One-Touch Intercom

1. On the base, in idle mode, press any **One-Touch Intercom** button (1-10) for the station you want to intercom with. **One-Touch** button #1 represents handset 01, #2 represents handset 02, etc.
   The Intercom paging ring will be emitted.

   -OR-

   You may press the **Intercom** button, then press the **Intercom/Memory** button (1-10) for the stations you want to intercom with.

   -OR-

   Press the **Intercom** button, and all the registered handsets and the base except itself list in the log, use the VOL (- or +) key to scroll to the station you want to intercom with, and then press SELECT soft key to confirm.

NOTE: To abort intercom call, press the STOP soft key.

NOTE: If the receiving station does not answer within 30 seconds, the intercom call is cancelled. You will hear an error tone and "Unavailable" shows in the display.

Answering an Intercom Call

When you receive an Intercom call, the display shows the Caller's Name and Phone ID.

If you want to answer with the speakerphone, press the Speaker button. If you want to answer by headset, press the Headset button on the base or the Talk button on the handset. The headset must be already connected.

If you do not want to answer this intercom call, press the REJECT soft key.

Page

The page feature helps you locate a misplaced handset.

1. Press the **Page** button on the base. The handset beeps and the Visual Indicator on the handset flashes. "*Paging from Base*" shows in the handset display.
2. To cancel the page, press the **Page** button on the base, or press STOP soft key on the base, or press Exit key on the base, or press any key on the handset. Otherwise the paging will last for 2 minutes.

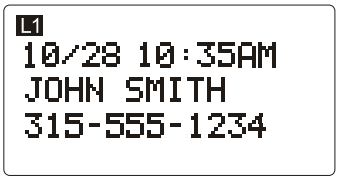
Auto Standby

If you place the handset in the cradle while the handset is off the hook (during a call), the call is automatically disconnected.

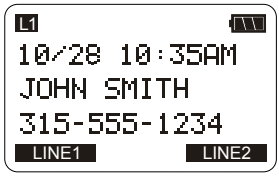
Caller ID (CID)

IMPORTANT: In order to use this unit's Caller ID features, you must subscribe to either the standard Name/Number Caller ID Service or Call Waiting Caller ID Service. To know who is calling while you are on the phone, you must subscribe to Call Waiting Caller ID Service.

When the unit receives an incoming call with CID information, the CID can be shown on the base and handsets.



Base Display



Handset Display

Receiving and Storing CID Records

This unit receives and displays information transmitted by your local phone company. This information can include the phone number, date and time; or the name, phone number, date and time. The unit can store up to 99 records for later review. When the memory is full, a new call automatically replaces the oldest call in memory. "*NEW*" appears in the display for calls received that have not been reviewed. The line number for the call received is also displayed.

If two incoming calls come in at the same time, the line1 and line2 phone numbers shows on the display separately.

Reviewing CID Records

- Press **CID** button, and then use the **VOL** (- or +) button to scroll through the call records.
- When you scroll to the start/end of the list, the unit emit a warning tone and then scroll to the end or the start of the record.
- When reviewing the CID records, the record number is also shown to the right of the time along with the FORMAT and STORE soft keys.

Saving a CID Record to Phone Book Memory

1. While viewing a CID record, press the STORE soft key.
2. The name shows in the display. You can edit it. After editing, press the SAVE soft key.
3. The number shows in the display. You can edit it. After editing, press the SAVE soft key.
4. You can select the ring melody for this phone number. Use the **VOL** (- or +) button to scroll to your selection, and then press the SELECT soft key to save.

NOTE: If you want to change the format of the CID number and save it in the phonebook, press the FORMAT soft key to format the CID number first before pressing the STORE soft key.

NOTE: You cannot skip the name editing. If it is empty in the name field, you cannot press the SAVE soft key to go to number editing.

Deleting a CID Record

Press the **Delete** button to delete the record shown in the display. *"DELETE?"* shows in the display. Press the OK soft key to confirm. *The unit will emit a confirm tone.*

Deleting All Call Records

This feature allows you to clear all CID records at once.

1. While viewing a CID record, press and hold the **Delete** button. "*Delete All ?*" shows in the display.
2. Press OK soft key to confirm. A confirm tone emit and Empty shows for 3 seconds.

Dialing Back

When reviewing CID records, you can dial back the numbers showing on the display by pressing the **Headset** button, or the **Talk** button, or the **Spk** button or the **Line 1** or **Line 2** button.

If You Programmed Your Local Area Code

1. Use the **CID** button to display the number you want to dial.
2. If you see a number with 7 digits (i.e. 555-1234), then the call was received from within your area code. However, this does not guarantee the call is a local call. If you see a number with 11 digits (i.e.1-234-555-1234), then the call received was not from your area code.
3. To adjust the phone number format, use the FORMAT soft key. For instance, a 7-digit local number sometimes cannot be dialed because it requires a 10-digit or 11-digit format. Use the FORMAT soft key to scroll through 7, 10 and 11-digit numbers.

Number of digits	Explanation	Example
7-digits:	7-digit telephone number	(i.e.555-5555)
10-digits:	3-digit area code +7-digit telephone number	(i.e.425-555-5555)
11-digits:	long distance code 1 +3-digit area code +7-digit telephone number	(i.e. 1-425-555-5555)

4. To dial the displayed number, select a Line or press **Talk**, **Spk**, or **Headset** button.

If You Did Not Program Your Local Area Code

1. Use the **CID** button to display the number you want to dial. You will only see 10-digit numbers (i.e. 234-555-1234).
2. Press **Talk**, **Spk**, **Headset** button or select a Line to dial back. You may adjust the number format by pressing the FORMAT soft key before dialing.

Call Waiting Caller ID

This feature allows you to see who is calling when you hear the call waiting beep. The caller identification information appears in the display after you hear the tone.

- Press the **Flash** button to put the person to whom you're talking on hold and answer the incoming call.

IMPORTANT: To use all the features of this unit, you must subscribe to either the standard Name/Number Caller ID Service or Caller ID with Call Waiting Service. To know who is calling while you are on the phone, you must subscribe to Caller ID with Call Waiting Service.

Memory Log and Phone Book (Directory) Memory

You may store data in the Phone Book Directory (up to 99 records) or an Intercom/Memory (10 buttons located to the right of the number pad on the base). The Phone Book and each Intercom/Memory Log stores up to 16 characters and 32 digits.

The records are stored by alphabetic ascending order.

Adding Phone Book Entries

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **DIR** button.
3. Press the NEW soft key. "*Enter Name*" shows in the display. Please refer to section *"Handset Name"* for name editing method.
4. Press SAVE soft key. "*Enter Number*" shows in the display.
5. Use the touch-tone pad to input a telephone number.

TIP: Press the #pause button twice to insert a pause in a number if necessary.

6. Press the SAVE soft key to enter *VIP tone melody* selection.

7. Use **VOL** (- or +) button to scroll to the selection and press SELECT soft key to complete.

NOTE: If "Memory full" shows in the display, you should delete one or more unnecessary records and repeat above steps to continue the call record storage.

Storing Record in One-Touch Dialing (Only applicable for base)

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press STORE soft key.
3. "*Select Button Location*" shows in the display. Press a **One-Touch** button (1-10) to save the record in that memory location.

NOTE: If there is a record stored in selected memory location. Press REPLAC soft key to confirm overwrite or press the BACK soft key, then repeat the step 1~3 to select a new location.

4. "*Enter Name*" shows in the display.
5. Use the touch-tone pad to enter a name.

NOTE: More than one letter is stored in each of the number keys so it requires more than one press for some letters. For example, for the letter "B" press the number 2 key twice. To add a space press the 1 key.

6. Press SAVE soft key. "*Enter Number*" shows in the display.
7. Use the touch-tone pad to input a telephone number.

TIP: Press the #pause button twice to insert a pause in a number if necessary.

8. Press the SAVE soft key to save.

Reviewing Phone Book Records

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **DIR** button.
3. Press the **VOL** (- or +) button to scroll through the records,

-OR-

Press the number keys to go to the name of the records started with the corresponding character.

4. Then you can press **Menu** softkey and then use **VOL**(- or +) to select View to review the direct record.

Editing a Phone Book Record

1. When reviewing the phone book records, use the **VOL** (- or +) button or the number keys to scroll to the desired record.
2. Press EDIT soft key to enter edit mode. You may now change the name, if desired. Please refer to section *"Handset Name"* for name editing method.
3. Press SAVE soft key to proceed to number change. You may now change the number, if desired.
4. Press SAVE soft key to proceed to *VIP Tone Melody* selection. You may use VOL (- or +) key to scroll to the selection you desired.

5. Press SELECT soft key to complete.

NOTE: Press the BACK soft key to keep the previous setting (making no changes).

Copying a Phonebook Record

You can copy one phone book record or the whole phone book from the handset extension to the base or from the base to desired handset extension.

In the extension handset:

1. While viewing the phone book record, press the COPY soft key.
2. *"Copy Current Record or Entire Directory?"* shows in the display. Press the CURR soft key to copy the current record or press the ENTIRE soft key to copy the whole phone book.
3. After copying is finished, the prompt message *"Record Copied to Base Unit!"* shows in the display.

In the Base Unit:

1. While viewing the phone book record, press the COPY soft key.
2. *"Copy Current Record or Entire Directory?"* shows in the display. Press the CURR soft key to copy the current record or press the ENTIRE soft key to copy the whole phone book.
3. The extension list will be shown. Use the **VOL** (- or +) button to select the desired extension handset for the record to be copied to.
4. Press the SELECT soft key.
5. After copying is finished, *Record Copied!"* shows in the base display, and *"Saved"* shows on the handset display.

Deleting a Phone Book Record

1. When reviewing the phone book records list, use the **VOL** (- or +) button or the number keys to scroll to the desired record.
2. Press the delete key on the phone to delete the record.
3. *"Delete?"* shows in the display.
4. Press the OK soft key to confirm the deletion.

Deleting All Phone Book Records

1. Press the **DIR** button to activate the phone book record list.
2. Press and hold the Delete button on the phone until *"DELETE ALL?"* shows in the display.
3. Press the OK soft key to confirm the deletion.
4. "*Empty*" shows in the display.

Dialing a Phone Book Record

Dial a phone book record while in Talk mode:

1. Make sure the phone is **ON** (in Talk mode) by pressing the **Talk**, **Spk** button, or selecting a Line.
2. Press the **DIR** button to access the phone book.
3. Use the **VOL** (- or +) button or the number keys to scroll to the desired record.
4. Press the DIAL soft key to dial the number.

-OR-

Dial a phone book record while reviewing it:

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **Phonebook** button to access the phone book.
3. Use the **VOL** (- or +) button or the number keys to scroll to the desired record.
4. Press the **Talk** or **Spk** button on the handset or press the Speaker or Line 1/2 on the base. The number dials automatically.

Answering System Operation

There are two mailboxes in the system. One is for Line 1 and another is for Line 2.

For memo recording, you can select which mailbox is used to record the memo.

Answering System On/Off

Press and hold the base **Ans Sys** button for 2 seconds, the Base unit will show the On/Off Status menu, setting the On/off status please refer to the Answering On/Off section. The Answering system light illuminates when the function is activated.

If the **Ans Sys** button indicator is flashing, pressing it will go to the Play Message display.

Otherwise, pressing the button will display Line 1 and Line 2 On/Off status for 3 seconds.

Recording Incoming Messages

The unit will answer incoming calls or routed calls after X rings (pickup delay set in Menu) and play the outgoing greeting. After hearing the greeting followed by a long beep, the caller can leave a message. If there is a new message recorded in the unit, the Answering system indicator will flash, and the envelope icon shows in the LCD.

NOTE: Your unit will record a message up to the maximum length of time you set as long as the caller continues speaking. To save recording capacity, your unit will automatically stop recording after 7 seconds of silence or if there is a steady dial tone for 7 seconds.

The maximum recording time for each incoming message can be set in Menu.

Monitoring Incoming Calls

Whenever an incoming message is being recorded you can hear it through the speaker if Call Screening is On. To take the call, press Line button on base or Line softkey on handset and the system stops recording.

Memo Record

You can leave a message by pressing the **Memo** button on base or selecting memo recording under handset menu.

1. Press the **Memo** button on base or handset menu to enter memo record mode.
2. Press **Line1** or **Line2** softkey to select the mailbox to save the recording.
3. "*Record memo after beep*" shows in the display.
4. After the beep, begin speaking and *"Recording"* shows in the display.
5. Press the FINISH soft key to end the recording.

NOTE: The maximum duration allowed for memo is the same as the message length setting in the menu.

Memo Recording (Only applicable for base)

From the Answer System Menu:

1. Press the **VOL** (- or +) button to scroll to *Memo recording*.
2. Use **VOL** (- or +) button to select *Line1* or *Line2* to save the recording.
3. Press SELECT soft key to confirm. "*Record memo after beep"* shows in the display.
4. After the beep, begin speaking and *"Recording"* shows in the display.
5. Press the FINISH soft key to end the recording.

Message/Memo Playback

In idle mode, press base **Ans Sys** button when flashing or press **Play** button on handset or on base. The unit enters the message playback mode, and the status of messages for each line display. Use **VOL**(- or +) can select Line 1 and Line 2, press SELECT soft key to play the messages.

If the unit has new messages, only the new messages will be played, otherwise all messages will be played. Unit will play messages to the end.

During each message playback, it shows the current message information on the screen. If the message playback is a stored incoming message, it shows the message's CID, including Date/Time, Name and Number. If it is a memo, only Display memo and Date/Time.

During each message playback, you can press the **CID/Next** button to skip to the current message OR press the **DIR/Prev** button to replay the message. Double press the **DIR/Prev** button to play the previous message.

If there are no messages, the unit will announce *"You have NO messages"*.

Erasing Messages

You may erase messages in the following ways:

To erase a message while it is playing

1. Select and play the message you want to erase.
2. Press the **Delete** button. The unit will ask you to confirm the deletion.
3. Press the OK soft key to confirm it.
4. The current message is erased, and the next message plays.

To erase all previously played messages in a mailbox

1. Play a message.
2. Press and hold the **Delete** button for 2 seconds, "*Delete all messages in line X mailbox?*" shows in the display.
3. Press OK soft key to delete all the old messages.

Remote Access From Remote Party

1. Dial the telephone number to which the answering system is connected.
2. Enter the security code during the outgoing announcement or after you hear the tone.

   NOTE: The default security code is 000.
3. The following are the voice prompts for the remote menu:

   Press two (2) to play messages, press two (2) again to stop

   Press zero (0) while playing a message to erase

   Press one (1) to review

   Press three (3)to skip

   Press four (4) to activate Off/On

   Press seven (7) to review menu again
4. Enter the remote commands.

5. To exit remote operation, hang up. The system will automatically disconnect the call if the user does not enter a command within 10 seconds.

NOTE: Only the message being played can be erased in remote access mode.

Memory Full

When the answering system memory is full, the system answers after 10 rings. *"Memory full"* will be announced and waits for you to enter 3-digit security code. If you don't enter the security code within 7 seconds, the phone hangs up.

You should erase some messages so the answering system may record new messages.

NOTE: The unit also answers after the 10th ring if it is set to Answer Off. To access the answering system, enter your 3-digit security code.

Changing the Battery

CAUTION: To reduce the risk of fire or personal injury, use only the Telefield NA Inc. approved Nickel-metal Hydride (Ni-MH) battery model T-T104, which is compatible with this unit.

1. Make sure the telephone is **OFF** (not in Talk mode) before you replace battery.
2. Remove the battery compartment door.
3. Disconnect the battery plug from the jack inside the battery compartment and remove the battery pack from the handset.
4. Insert the new battery pack and connect the cord to the jack inside the battery compartment.
5. Put the battery compartment door back on.
6. Place handset in the base or handset charge cradle to charge. **Allow the handset battery to properly charge (for 14 hours) prior to first use or when you install a new battery pack. If you do not properly charge the phone, battery performance will be compromised.**

Battery Safety Precautions

- Do not burn, disassemble, mutilate, or puncture. Like other batteries of this type, toxic materials could be released which can cause injury.
- To reduce the risk of fire or personal injury, use only the **Nickel-metal Hydride** battery listed in the User's Guide.
- Keep batteries out of the reach of children.
- Remove batteries if storing over 30 days.

NOTE: The RBRC seal on the battery used in your Telefield NA Inc. product indicates that we are participating in a program to collect and recycle the rechargeable battery (or batteries).
For more information go to the RBRC web site at www.rbrc.org or call 1-800-8-BATTERY or contact a local recycling center.

Display Messages

The following messages show the status of the phone, provides Caller ID information, or helps you set up and use your phone.

DELETE ALL?	Prompt asking if you want to erase all records.
DELETE?	Prompt asking if you want to erase the current record.
ENTER NAME	Prompt telling you to enter a name.
ENTER NUMBER	Prompt telling you to enter a telephone number.
NEW CALLS	Indicates call or calls which have not been reviewed.
HANDSET NAME	Prompt telling you to enter a user name for the hand set.
UNAVAILABLE	Indicates that the function you want to initialize cannot work at that moment or the function being worked cannot continue. The system is busy or some other higher priority function is being performed. For example, the message playback function will be stopped when there is an incoming call.
NO LINE	Indicates that the telephone line is not connected.
LINE IN USE	Display on handset while the line is in use.
EMPTY	Indicates there are no CID records in memory.
OUT OF RANGE	Indicates handset is too far away from the base, and the handset is searching for the base.
BLOCKED	Indicates the person is calling from a number which is blocked from transmission.
UNKNOWN	Indicates incoming call is from an area not serviced by CID or the CID information was not sent.

Handset Sound Signals

Signal	Meaning
A long warbling tone (with ringer on)	Signals an incoming call
Two short beeps (several times)	Page signal
One beep every 14 seconds	Low battery warning
One long beep after press one key	Confirm
A short warbling tone (with ringer on)	Error

Troubleshooting Guide

Telephone Solutions

No dial tone

- Check or repeat installation steps:

  Make sure the base power cord is connected to a working electrical outlet. Make sure the telephone line cord is connected to the base and the wall jack.
- Connect another phone to the same jack. If it doesn't work, the problem might be your wiring or local service.
- The handset may be out of range of the base. Move closer to the base.
- Make sure the battery is properly charged (for 14 hours).

Dial tone is ok, but can't dial out

- Make sure the type of phone service you are subscribed to is *TONE* or *PULSE*.

Handset does not ring

- Make sure the handset ringer is set to On.
- The handset may be out of range of the base. Move closer to the base.
- You may have too many extension phones on your line. Try unplugging some extensions.
- Check for a dial tone. If no dial tone is heard, see "No dial tone".

You experience static, noise, or fading in and out

- The handset may be out of range of the base. Move closer to base.
- Make sure base is not plugged into an electrical outlet with another household appliance. If necessary, relocate the base.
- Charge the battery (for 14 hours).

Memory dialing doesn't work

- Did you follow proper dialing sequence?

Unit locks up and no communication between the base and cordless handset

- Unplug the power adaptor from the electrical outlet and the bottom of the base. Remove the handset battery. Wait for 30 seconds and plug the power adaptor back into the base and electrical outlet. Reconnect the battery and charge for 14 hours.

"Out of Range..." **shows in the handset display**

- Move the handset closer to the base.
- Make sure the base power cord is connected to a working electrical outlet.

Date/Time setting is restored to default setting

- May be caused by power failure. Set Date/Time again.

Caller ID Solutions

No Display

- Charge the battery (for 14 hours). Or replace the battery.
- Make sure the unit is connected to a non-switched electrical outlet. Disconnect the power adaptor from the base and reconnect it.

No Caller ID

- You must be subscribed to the standard Name/Number Caller ID service from your local telephone company to receive CID information.

Battery

If you experience any of the following problems, even after recharging the battery, you may need to replace the battery pack:

- Short talk time
- Poor sound quality
- Limited range

General Product Care

To keep your unit working and looking good, follow these guidelines:

- Avoid dropping the handset, as well as other rough treatment to the phone.
- Clean the phone with a soft cloth.
- Never use strong cleaning agents, paint thinner, abrasive powder, alcohol, or other chemical products to clean the unit. Doing so will damage the finish.
- Retain the original packaging in case you need to ship the phone at a later date.
- Periodically clean the charge contacts on the handset and base with a clean pencil eraser.

Causes of Poor Reception

- Aluminum siding.
- Foil backing on insulation.
- Heating ducts and other metal construction that can shield radio signals.
- You 're too close to appliances such as microwaves, stoves, computers, etc.
- Atmospheric conditions, such as strong storms.
- Base is installed in the basement or lower floor of the house.
- Base is plugged into AC outlet with other electronic devices.
- Baby monitor is using the same frequency.
- Handset battery is low.
- You're out of range of the base.

Warranty Assistance

If trouble is experienced with this equipment, for warranty information, please contact customer service at **1-800-511-3180**. If the equipment is causing harm to the telephone network, the telephone company may require that you disconnect the equipment until the problem is resolved.

Any unauthorized repairs, changes or modifications not expressly approved by Telefield NA Inc. could void the user's authority to operate this product. For instructions on how to obtain a replacement unit, refer to the warranty included in this guide or call customer service at **1-800-511-3180.**

Or refer inquiries to:

Telefield NA Inc.
4915 SW Griffith DR. #205
Beaverton, OR
97005

Attach your sales receipt to this booklet for future reference or jot down the date this product was purchased or received as a gift. This information will be valuable if service should be required during the warranty period.

Purchase Date _____

Name of Store _____

Limited Warranty

What your warranty covers:
• Defects in materials or workmanship

For how long after your purchase:
• Two years, from date of purchase

What we will do:
• Provide you with a replacement unit. The exchange unit is under warranty for the remainder of the original product's warranty period.

How you get service:
• Locate your proof of purchase in the form of a bill of sale or receipted invoice which is evidence that the product is within the warranty period. Proof of warranty eligibility is required and must be presented to obtain warranty service.
• Contact RCA Customer Care at (800) 511-3180. Our representatives will help you troubleshoot and diagnose the problem. As you may be asked to disconnect your RCA telephone from it's power source, you must call from another telephone. If the issue cannot be resolved by our Customer Care Team, you will be issued an RMA (Return Merchandise Authorization) number and be given instructions on how to submit your proof-of-purchase paperwork and where to send your defective merchandise.
• You will be responsible for shipping the defective unit back to our warranty fulfillment center at your own expense. You are responsible for damage or loss during shipment so insuring the product during return shipping is highly recommended.
• We will ship a replacement to you freight pre-paid.

What your warranty does not cover:
• Customer instruction. (Your Instruction Book provides information regarding operating instructions and user controls. Additionally, our Customer Care Center is staffed 24x7 with product experts that can assist you with any questions that may arise during setup and use of your RCA telephone.)
• Installation and setup service adjustments
• Batteries
• Damage from misuse or neglect
• Products that have been modified of serviced outside the USA
• Products purchased from non-authorized retailers, dealers or resellers
• Products purchased or serviced outside the USA
• Acts of nature, such as, but not limited to lightning damage

Product Registration:
• Please complete and mail the Product Registration Card packed with your unit. It will make it easier to contact you should it ever be necessary. The return of the card is not required for warranty coverage.

Limitation of Warranty:

- THE WARRANTY STATED ABOVE IS THE ONLY WARRANTY APPLICABLE TO THIS PRODUCT. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE HEREBY DISCLAIMED. NO VERBAL OR WRITTEN INFORMATION GIVEN BY TELEFIELD NA INC. ITS AGENTS, OR EMPLOYEES SHALL CREATE A GUARANTY OR IN ANY WAY INCREASE THE SCOPE OF THIS WARRANTY.
- REPAIR OR REPLACEMENT AS PROVIDED UNDER THIS WARRANTY IS THE EXCLUSIVE REMEDY OF THE CONSUMER.TELEFIELD NA INC. SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT OR ARISING OUT OF ANY BREACH OF ANY EXPRESS OR IMPLIED WARRANTY ON THIS PRODUCT. THIS DISCLAIMER OF WARRANTIES AND LIMITED WARRANTY ARE GOVERNED BY THE LAWS OF THE STATE OF OREGON. EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ON THIS PRODUCT IS LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE.

How state law relates to this warranty:

- Some states do not allow the exclusion nor limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts so the above limitations or exclusions may not apply to you.
- This warranty gives you specific legal rights, and you also may have other rights that vary from state to state.

If you purchased your product outside the USA, Mexico or Canada:

This warranty does not apply. Contact your dealer for warranty information.

A

2nd Call Alert 18
3-way conference call by an intercom call 29
3-way conference call with two lines 29
4-way conference call (Line 1 + Line 2 + 2 extension) 29
Adding Phone Book Entries 33
Answering a Call 25
Answering an Intercom Call 30
Answering System 20
Answering System On/Off 36
Answering System Operation 36
Area Code 16
Auto Answer 15
Auto Answer Intercom 16
Auto Standby 30

B

Backlight 19
Base 26
Base Layout 10
Base Station 12
Battery 42
Battery Safety Precautions 39

C

Call Screening 23
Call Waiting Caller ID 33
Caller ID (CID) 31
Caller ID Solutions 42
Causes of Poor Reception 43
Changing the Battery 39
Conference Calls 29
Contrast 19
Copying a Phonebook Record 35
Cordless Handset 26

D

Date/Time 15
Deleting a CID Record 32
Deleting a Phone Book Record 35
Deleting All Call Records 32
De-Register 17
Dial a phone book record while in Talk mode 35
Dial a phone book record while reviewing it 36
Dial Mode 16
Dialing a Phone Book Record 35
Dialing Back 32
Digital Security System 8
Display Messages 40
Display Setting 18
Do Not Disturb 27

E

Editing a Phone Book Record 34
Equipment Approval Information 2
Erasing Messages 38

F

FCC RF Radiation Exposure Statement 4
Flash 27

G

General Product Care 42

H

Handset Layout 9
Handset Name 18
Handset Sound Signals 40
Hearing Aid Compatibility 4
Hold 29

I

If You Did Not Program Your Local Area Code 33
If You Programmed Your Local Area Code 32
Important Installation Guidelines 8
Information for DECT Product 4
Inserting a Pause in the Dialing Sequence 27
Installation 8
Installing the Handset Battery 11
Installing the Phone 11
Intercom Calls 30
Interference Information 3
Introduction 7

J

Join a call in progress 29

K

Key Tone 20

L

Licensing 4

M

Making Call in the Speakerphone Mode 25
Making Calls in the Speakerphone Mode 24
Making Calls with the Cordless Handset 24
Making Calls with the Optional Headset 25
Memo Record 37
Memo Recording 37
Memory Full 39
Memory Log and Phone Book Memory 33
Message/Memo Playback 37
Message Alert 23
Message Length 23
Monitoring Incoming Calls 36
Mute 26

O

OGA Playback 21
On/Off Status 20
One-Touch Intercom 30

P

Page 30
Parts Checklist 7
Phone Setting 14
Pre-dialing 25
Programming Functions 14
Programming the Phone 14

R

Receiving a Transferred Call from Another Extension 28
Receiving and Storing CID Records 31
Recording Incoming Messages 36
Redial 27
Register 17
Registration 16
Remote Access From Remote Party 38
Remote Password 24
Remove Handset 17
Restore Setting 24
Reviewing CID Records 31
Reviewing Phone Book Records 34
Reviewing the Redial Numbers 27
Ring Delay 23
Ring Volume 20
Ringer On/Off and Ringer Volume 28

S

Saving a CID Record to Phone Book Memory 32
Set After Hours 22
Set Office Time 21
Set OGA 21
Set Work Hours 22
Sound Setting 19
Speakerphone, Handset, and Headset Volume 29
Standby Screen 14
Storing a Redial Record in Phone Book 28
Storing Record in One-Touch Dialing 34
Switching Between the Speakerphone, Handset, and Headset Mode 26

T

Telephone Jack Requirements 7
Telephone Operation 24
Telephone Solutions 41
To erase a message after it playing 38
To erase a message while it is playing 38
To erase all previously played messages in a mailbox 38
Transferring a Call to Another Extension 28
Troubleshooting Guide 41

U

Update Handset List 18

W

Warranty Assistance 44

Visit the RCA web site at: www.rca4business.com

Please do not send any products to the Oregon address listed in this manual or on the carton. This will only add delays in service for your product.

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